

## Project Managers' Advisory Group

### MINUTES October 17, 2005

#### Attending:

Sharon Hayes	ITS/EPMO
LaQuita Hudson	ITS
Todd Russ	ITS
Jim Tulenko	ITS
Charles Richards	ITS
Shaw Erfani	ITS/EPMO
Jesus Lopez	ITS/EPMO
John McShane	ITS/EPMO
Bob Giannuzzi	ITS/EPMO
Alisa Cutler	ITS/EPMO
Gary Evans	DOT
Cheryl Ritter	DOT
Suzanne Taylor	ESC
Teresa Shingleton	OSC
Robert Messer	DOC
Angela Taylor	DHHS
Charles Fraley	DHHS/DIRM
Bruce Humphrey	NCCCS
David Prince	DJJDP
Salman Sheikh	OSA

**Welcome/Introductions:** **Sharon Hayes** welcomed everyone to the meeting, and she asked all members to introduce themselves. Approval of minutes for August were called for and approved.

**Sharon Hayes** announced the successful completion of the PMP certification by Tina Certo (ITS), Robert Messer (DOC), and Patsy Proctor (DOC). A framed letter of congratulation from George Bakolia was presented to each of those who were present, and the rest would be delivered.

**Sharon** reviewed the strategic direction for this group and discussed its mission.

**Bob Giannuzzi** itemized the task groups that had been formed:

- 1) PM Methodology
- 2) PM Promotion & Education
- 3) Lessons Learned
- 4) Project vs. Program definition
- 5) PM Mentoring and Training

**Bob** reported on the Mentoring and Training task group.

**Alisa Cutler** informed that the Project Methodology task group would have a report at the next meeting.

**Sharon** informed that the Lessons Learned task group had not met recently, but will be meeting shortly.

**Sharon** discussed the PPM Workflow and suggestions that had been received from agencies. She handed out a proposed revision to PPM Project Status Indicator settings along with their evaluation thresholds. She asked that members review and get feedback back to her by Friday, October 21<sup>st</sup>. When finalized, these criteria will be accessible on the tool and will also be posted on the EPMO website.

**Jim Tulenko** circulated and discussed documents on the PPM Tool Project Approval Process and on Project Change Requests/Re-baselining Approval.

He asked for feedback on Scope Changes, Schedule Changes, and Budget Changes.

**Jim** asked if there was interest in having lunch-and-learn type presentations of various topics. He informed that by the next Advisory Group meeting he would have a list of enhancements proposals for next year on which he would like feedback.

He talked about the Portfolio Report section of the tool that would be useful for agency-level people.

**Bob Giannuzzi** reminded members of the PMO Executive Council teleconference to be held on October 19<sup>th</sup>.

Meeting adjourned at 5:00 pm.